

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Institution/Organization]  
[Institution/Organization Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Request for Issuance of CXC Certificate

I hope this letter finds you well. I am writing to formally request the issuance of my CXC certificate for the subjects I completed in

[Year/Term].

Details are as follows:

- Full Name: [Your Full Name]
- CXC Candidate Number: [Your Candidate Number]
- Date of Birth: [Your Date of Birth]
- Subjects Taken: [List of Subjects]

I would appreciate it if you could process this request at your earliest convenience. Should you need any additional information or documents, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]